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ABSTRACT

The purpose of the study reported here was to determine the effectiveness of the revised New York State Depository System, which had been operating for more than two years when the survey was conducted. Data were gathered from the depository libraries about their organization, bibliographic control and staffing, and to determine whether or not they were satisfied with their current depository status (federal, county, local town/village, or other) and with the instruction provided in the "New York State Depository Manual." The survey instrument was a questionnaire sent to 302 libraries, including academic, public, law, and school libraries, with an overall response rate of 53%. The introduction to this report outlines the revision and the methodology. The data are presented in the following divisions: New York State Depository and Libraries; organization of the New York State Depository Collection; opinions on the New York State Depository Collection; effectiveness of instruction given to depositories; educational opportunities; satisfaction with the current Depository status; professional organization membership; and additional comments. General observations and recommendations based on the findings are then listed, followed by a concluding statement. The revision was found to be a success and was well accepted by the participating libraries. The survey instrument is appended. (JLB)

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THE NEW YORK STATE DEPOSITORY SYSTEM

TWO YEARS AFTER THE REVISION;

AN INTERIM SURVEY

BY

MASAKO YUKAWA

1992

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Brookville, New York

1992

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TABLE OF CONTENTS

Introduction 1

Analysis of the Questionaire to the Depositories 5

I. New York State Depository and Libraries 5

II. Organization of the New York State Depository Collection 7

III. Opinions on the New York State Depository Collection 13

IV. Effectiveness of Instruction Given to Depositories 17

V. Educational Opportunities 19

VI. Satisfaction with the Current Depository Status 24

VII. Professional Organization Membership 24

VIII. Additional Comments 25

General Observations and Recommendations 30

Conclusion 42

Footnotes 47

Appendix:

Letter to Accompany the Questionaire 50

The Questionaire 52

INTRODUCTION

The New York State Depository System was first implemented in the mid-1950's based upon provisions in the Education and Printing Laws which stated that the New York State Library shall receive 200 copies of each State publication for distribution.[1] Aproximately 100 depositories elected to receive the state documents. In the mid 1980's the State Library, believing that the depository system was not effectively carried out, asked the Governement Documents Roundtable of New York State Library Association (NYLA-GODORT) to conduct a survey to investigate whether or not its assumption was accurate. NYLA-GODORT, after an elaborate survey by the Task Force on the New York State Depository Program, reported its findings to the State Library indicating that its assumption was indeed true true and recommended a revision of the system.[2]

Based upon the recommendation of the Task Force, NYLA- GODORT, in 1987, established the New York State Government Documents Committee to investigate a possible solution to the Task Force's findings. The membership of this Committee consisted of a representative selected by NYLA-GODORT 's Council, and nine local documents librarians who were members of GODORT, each representing one of the State's nine Library Service Regions, selected by the regional 3R's Council. (3R's, i.e., Reference, Research and Resources System). The Committee started to meet with key officers of the New York State Library in the spring of 1987. Subsequently, in early 1988, the Committee submitted recommendations for the revision of the System which were accepted by the State Library. The Committee's recommendations included the elimination of the existing depository designations and the selection of four new categories of depository libraries, as selected by a special committee, to be established in each library service region. Local librarians were to be appointed by the 3R's Council to serve on this special committee. The selection of four different categories of depositories was conducted in late 1988 and the new depository system was finally implemented by the New York State Library in January 1989.[3]

As a member of the New York State Documents Committee, the author has been much involved in the revision process and was very concerned about how the new system

was working out. As a part of a sabbatical leave project in the Spring semester of 1991, the author conducted a survey on how the revised New York State Depository System was functioning. It was assumed that, since the new system had been operating for over two years from its implementation, it would be possible to collect sufficient data from the depositories to discover if any problem in the revised system existed. The goal of the survey was to gather data from the depositories about their organization, bibliographic control and staffing, and to determine whether or not they were satisfied with their current depository status and with the instruction provided in the *New York State Depository Manual,*[4] which was produced by the members of the New York State Documents Committee. Furthermore, the survey attempted to determine the degree of participation of the personnel in these depositories in educational programs, including the First New York State Depository Conference, offered by the New York State Library in the Fall of 1990, and to determine the extent to which the staff of the depositories hold membership in documents-related professional organizations, including the New York State Library Association and its Government Documents Round Table. Additional comments were solicited concerning any other topic in the depository system not covered by the questionnaire. The results of the survey are to be submitted to the New York State Documents Committee and the New York State Library for consideration in future depository related activities.

The questionnaire (see Appendix I) was reviewed by several local documents librarians before being sent to all the New York State depositories in June 1991, using the printed address labels provided by the New York State Library. In order to organize data by each of the four catetory of responding libraries, i.e. Research Depositories (R's), Document Depositories (D's), Reference Centers (C's), and Information and Access Centers (I's), the questionnaire was color coded by each category. The returned questionnaires were then coded according to the New York State depository designation number so that anonimity could be preserved. However, further contact with any respondee was possible and regional differences, if any, could be taken into account.

For readers who are not familiar with the New York State depository designation system currently practiced, a brief explanation may be useful. The State of New York has nine Library Service Regions (3R's): Capital, Central, Long Island, Metropolitan New York, North Country, Rochester, South Central, Southwestern, and Western Region. With the exception of the Metropolitan New York Region, each Region was given two

(2) Research (R) and two (2) Documents (D) depositories; and the Metropolitan New York Region, which has the largest population and number of libraries in the State, was given four (4) of each. The Research Depositories receive a microfiche set of all non-copyrighted titles listed in the *Checklist of the Official Publications of the State of New York*[5] plus paper copies of basic core bibliographic and reference publications.[6] Documents Depositories receive paper copies of major New York State publications, which are listed in the *New York State Depository Manual*, plus any documents received by the State Library in quantity. A total of twenty (20) libraries were granted the R designation and twenty (20) others the D designation. In addition, approximately ten (10) Reference Centers (C's) were designated in each Region; they receive a lesser number of paper publications plus basic reference sources. The rest of the libraries which applied for depository designation were given Information and Access Center (I) status and receive basic bibliographic publications. One hundred sixty three (163) libraries were designated in this categrory. The total number of the New York State depositories in all categories is three hundred three (303). At the time of this survey, however, one of the D's in the Metropolitan Region has declined to be a depository; therefore, the questionnaire was sent to a total of 302 libraries.

The overall return rate of the questionnaire was 53%; as expected, the return rate was much higher from the R and D groups, and much lower in the I group. Detailed tabulation and analysis of each question are presented in the following section, starting from page 5 of this report.

The author is grateful for the strong support she has received for the project from her colleagues on the New York State Documents Committee; from local documents librarians in the Long Island Region; and especially from Mrs. Priscilla Ciccarielo, Director of Public Services of the Port Washington Public Library; Prof. Iris Irwin, Documents Librarian of the B. Davis Schwartz Memorial Library, who pretested the questionnaire; and from Ms. Mary Redmond, Principal Librarian of the Legislative and Government Services of the New York State Library, who provided a variety of assistance including printed mailing labels for the questionnaire. The author would also like to thank the Research Committee of the C. W. Post Campus of Long Island University for the grant money which partially defrayed the expenses of this research project; Mrs. May Hooker who helped tabulate the returned results; and Prof. Ellen Perlow, a librarian of B. Davis Schwartz Memorial Library, who helped arrange the format of the questionnaire. Special thanks are due to Prof. John Turner, History Dept. of C. W. Post Campus, Prof. Marian

Higgins and Prof. Anne Mott, Librarians of B. Davis Schwartz Memorial Library, and Dr. Donald Unagarelli, Director of Libraries of Long Island University, for proofreading and many valuable suggestions.

ANALYSIS OF THE QUESTIONNAIRE

I. The New York State Depository Libraries and Librarians: An Analysis.

Table l. Depository by Category and Replies to the Questionnaire.

Kind of Depository	Total No.	Current No.	Replied	Ratio of Replies
R	20	20	19	95%
D	20	19	17	89%
C	100	100	52	52%
I	163	163	72	44%
Total	303	302	160	53%

Three of the R's have dual status (i.e., holding another depository category) of D's, and one of the C's has dual status of I. If the questionnaire was returned from them, it was counted in both categories.

Table 2: Return Ratio by Library Service Region (%).

	Capital	Central	L.I.	Metro. NY	N. Country	Roches-ter	S. Central	South-eastern	Western
R	100	50	100	100	100	100	100	100	100
D	100	100	100	100	50	100	100	50	100
C	100	58	53	20	0	67	42	100	67
I	45	38	38	50	60	56	45	35	88
Total # C's in Reg.	5	12	15	20	5	12	12	7	12
Total # I's in Reg.	11	16	39	14	5	16	22	23	8

Table 3. The Title of Librarian Answering the Questionnaire.

	Director	Docs. Libn.	Ref. Libn.	Docs.& Others	Law Libn.	Hosp. Libn.	Other Libn.	Non-Libn.	Total
R	2	7	2	3			5		19
D	2	7	4	1			3		17
C	8	6	17	1	1		14	1	52
I	19	3	23	3	4	2	16	2	72
Total	31	23	46	8	5	2	38	3	160

The questionnaire was sent to the contact person whose name appears on the New York State Library's mailing label. It is, therefore, assumed that the returned questionnaire was answered by the addressee whose title was tabulated above.

As expected, many R's and D's have a librarian who is in charge of the documents collection, in C and I categories, reference librarians generally handle the New York State Depository Collection.

Table 4. Type of Library.

	Academ. (%)	Public (%)	School (%)	Law (%)	Medical/ Hosp (%)	Govt. (%)	Total (100 %)
R	14 (74)	4 (21)		1 (5)			19
D	9 (53)	8 (47)					17
C	22 (42)	28 (54)		2 (4)			52
I	16 (22)	33 (46)	8 (11)	9 (12.5)	5 (7)	1 ( )	72
Total	61 (38)	73 (46)	8 (5)	12 (7.5)	5 (3)	1 ( )	160

The largest number of R's are academic libraries, while C's and I's are public libraries.

Table 5. Additional Depository Status Held Other than the New York State Depository.

	Federal (%)	Intern'l (%)	Local (%)	Other (%)	Total (100%)
R	18 (95)[1]	3 (16)[2]	3 (16)		19
D	12 (71)				17
C	15 (29)		10 (19)		52
I	7 (10)		5 (7)	1 (1)[3]	72
Total	52 (33)	3 (2)	18 (11)	1	160

Notes:

[1] 3 R's have a dual status of D.

[2] International documents are for Canada, the United Nations, and the EEC.

[3] Others: NASA depository.

As expected, most R's and D's are Federal Depositories, and one third of the New York State Depositories carry Federal Depository status.

II. Organization of the New York State Depository Collection.

How is your New York State Documents Collection organized?

Table 6. Separate or Integrated Collection.

	Separate Coll. (%)	Integrated with others (%)	No Answer (%)	Total Number
R	16 (84)[1]	2 (11)	1 (5)	19
D	12 (71)	4 (24)	1 (6)	17
C	16 (30)[2]	35 (67)	1 (2)	52
I	23 (32)[2]	41 (57)	8 (15)	72
Total	67 (42)	82 (51)	11 (9)	160

Notes:

[1] Three of the R's keep only the microfiche collection separately; paper copies are integrated with other collections.

[2] More than one half of C's and I's integrate the depository collection with others. A good many of them, however, keep it separately because the size is small and it is more efficient to keep it in this way.

Table 7. Do you Use the New York State Documents Classification System in the Separate Collection?

	Yes (%)	No (%)	No Answer (%)	Total
R	19 (100)	[3 (16)][1]	0	19
D	7 (41)	3 (18)	7 (41)	17
C	7 (13)	15 (29)	30 (58)	52
I	23 (32)	41 (57)	8 (11)	72
Total[2]	56 (33)	59 (37)	45 (28)	160

Notes:

[1] Three of the R's use the New York State Classification System only for the microfiche collections.

[2] One third of the depositories use the New York State Classification System.

Remarks:

Nearly one third of the replies did not supply any answer to this question. It could be assumed that the person who answered the questionnaire might not be familiar with this classification system. Over one half of the depositories replied that they integrate New York State documents with other collections if they are hard copy and reference materials. (Questionnaire II.b)

Table 8: Holdings of New York State Documents Collection Prior to 1989.

	Yes (%)	No (%)	No Answer (%)	Total Replies
R	17 (90)	2 (11)	0	19
D	11 (65)	6 (35)	0	17
C	25 (48)	26 (50)	1	52
I	21 (29)	47 (65)	4 (6)	72
Total	74 (46)	81 (51)	5 (3)	160

Remarks:

The size of holdings in R's ranges from 50 to 250 linear feet, and/or 2,000 to 25,000 volumes. Among the D's, one library replied that it has 6,400 volumes, and among C's, two have microfiche collections of New York State documents prior to 1989 and others have between 200 to 6,900 volumes in paper.

Table 9: Personnel in Charge of the N.Y. State Documents Collections.

	Professional (%)	Clerical (%)	Others (%)	No Answer (%)	Total No, of Depository
R	17 (89)	15 (79)	11 (58)	2 (11)	19
D	15 (88)	10 (59)	4 (24)	2 (12)	17

Remarks:

Almost all C's and I's report that they take care of the documents collection as needed because the number of depository publications is so limited. 5 R's have at least one full-time professional librarian working with documents, and 4 have full-time clerical help. Staff time available per week in D's range between 2 to over l0 hours/week. It is assumed that most R's and D's are also federal depositories and some of them select a good number of items from the federal depository; therefore, full-time personnel are assigned.

Table 10: Do You Keep Acquisitions Records for the New York State Depository Collection?

	Yes (%)	No (%)	No Answer (%)	Total
R	16 (84)	3 (16)	0	19
D	13 (76)	4 (24)	0	17
C	36 (69)	14 (27)	2 (9)	52
I	19 (26)	39 (54)	14 (19)	72
Total (%)	84 (52.5)	60 (37.5)	16 (16)	160

Remarks:

Acquisitions records are often kept in a Kardex or in a shelf list; some depositories just note on the *Checklist.* The figures among non-acquisitions record keepers are disturbing. The *Depository Manual* is distributed to every depository and requirements, including record keeping, are described in it. It is assumed that libraians who do not keep acquisitions records have either neglected doing so or have not read the instructions carefully. This finding is related to question discussed later in this report.

Table 11: Bibliographic Control: Do You Catalog New York State Documents ?

	Yes (%)	Some (%)	No. (%)	No Answer(%)	Total
R	2 (11)	13 (68)	3 (16)	1	19
D	6 (35)	11 (65)	0	0	17
C	32 (61)	17 (33)	2	1	52
I	23 (32)	20 (28)	21 (29)	8 (11)	72
Total	63 (40)	61 (38)	26 (16)	10 (6)	160

Remarks:

124 (78%) of the respondees, who answered "yes" and "some, have some type of bibliographic control system. The unique ones are:"Keyword Index" developed by R5 and "Computerized Index ", which retrieves almost all the depository publications (paper) , created by D5 and D6 using INMAGIC. The unique ones are products of depositories in the Long Island Region.

Table 12: What Kind of Bibliographic Records Do You Have ?

	OCLC	RLIN	In-House	Not Specified	Total
R	10	2	3	4	19
D	13	1	3	0	17
C	28	0	19	2	49
I	16	0	22	0	38
Total	67	3	47	6	123

Remarks:

Over one half of the libraries which have bibliographic records use information from OCLC since New York State Library inputs all bibliographic records listed in the current *Checklist* into the OCLC System.

Table 13: What Type of Documents Do You Catalog ?

	Reference	Paper Copy	Periodicals	Subject of Interest	Most/All	Total
R	4	6	2	3	0	15
D	6	3	2	2	3	16
C	6	9	1	2	5	23
I	2	5	0	5	1	13
Total	18	23	5	12	9	67
Ratio(%)	27	34	8	18	13	100

Remarks:

Any documents which are published in paper and/or hard cover copy tend to be cataloged, as are reference sources, such as manuals and/or statistical publications, provided that they are not in microformat. As expected, R's, which receive the most comprehensive depository collection , usually do not catalog any microfiche titles. Only paper documents, if any, are cataloged.

Table 14 (a): Information Retrieval: How Do You Locate State Documents ?

	Card Catalog	Card/Online	Online	None	No Ans.	Total
R	6	2	6	3	2	19
D	7	1	6	0	3	17
C	27	8	12	0	5	52
I	25	10	6	0	31	72
Total	65	21	30	3	41	160
Ratio (%)	41	13	19	2	26	101[1]

Notes:

[1] Due to rounding of caluculated figures, the total exceeds 100%.

The most popular retrieval method among I's and C's is the card catalog.

Table 14 (b): Access Tools Used to Retrieve New York State Documents.

	OCLC[1] (%)	Checklist[2] (%)	Dictionary[3] (%)	LC Checklist[4] (%)	Total of the Column (%)
R	7 (18)	6 (16)	17 (45)	8 (21)	38 (100)
D	5 (29)	4 (24)	6 (35)	2 (11)	17 (100)
C	6 (30)	10 (50)	4 (20)	0	20 (100)
I	6 (14)	8 (19)	15 (36)	13 (38)	42 (100)
Total	24 (21)	28 (24)	42 (36)	23 (20)	117 (101)

Notes:

1 OCLC online catalog.

2 *Checklist of New York State Publications.*

3 *Dictionary Catalog of New York State Publications.*

4 *Checklist of State Publications.* (Library of Congress)

Of the four bibliographic tools specified, most of the libraries use *The Dictionary Catalog.*

Other tools used are:

From R's: New York State Library Online Catalog ; Keyword Index created by the library; *Checklist of New York State Publications; New York Public Library Book Catalog, 1911-1971* ; *Subject Index to New York State Documents* ; RLIN; EPIC.

From D's: INMAGIC index created by the library ; Shelf list; EPIC.

From C's: Personal knowledge and memory; INNOVAC (input done by library); CD-ROM based catalog (no details explained about CD products).

From I's.: The collection is kept on a separate shelf and it is very small, so just look and find; pamphlet file.

III. Opinions on the Status of the New York State Depository Collection.

Table 15: Are you satisfied with the kind of publications you receive from the Depository System?

	Very Satisfied (%)	Satisfied (%)	Not Satisfied (%)	No Comments (%)	Total
R	1 (5)	13 (68)	5 (26)	0 (0)	19
D	2 (12)	11 (65)	4 (24)	0 (0)	17
C	6 (12)	41 (79)	4 (8)	1 (1)	52
I	7 (10)	35 (49)	9 (13)	21 (29)	72
Total	16 (10)	100 (63)	22 (14)	22 (14)	160

Remarks:

Over two thirds of the depositories were satisfied with what they received. The following comments, as summarized, are from these who were not satisfied:

From R's:

Too many important materials are not included.

Need laws, court cases, official compilation of *Codes, Rules* and *Regulations* of New York State.

The microfiche program should continue uninterrupted.

Need budget of the State.

Pleased to receive as many as we do now, especially monographs, but we want to get commission reports and other items which are reported in the news, such as the report of the Adirondack Commission.

Too many important publications are missing.

From D's:

Many documents received are not significantly relevant to our users.

More directory type publications needed; more up to date publications.

More items listed in the *Checklist.*

Although duplicates are sent, many important publications are missing.

Core collection should be shipped as issued.

From C's:

We never received basic documents.

Need more statistical publications.

Need legislative materials.

What we receive are helpful, but too few titles.

More reference type materials in paper format.

Need State Tax Forms and Instructions which are reproducible for the public.

Many titles originally expected are not included; more directories.

More timely statistical information on economic and social aspects.

From I's:

Depository materials are too few, so all other publications we need have to be acquired directly from issuing agencies and this is too time consuming.

Many documents which we expected to receive as a Referral Center are missing; need Senate and Assembly bills, reports and hearings, etc.

Documents we receive are rarely useful for a high school library.

Neither *Dictionary Catalog* nor *Checklist* are current.

Need laws related to social services, workmen's compensation, juvenile delinquency, drunken driving, etc. In the old depository system, we received more and now we have to buy items which we previously received free of charge.

Would like to have selectivity of the kind of documents we like to receive, by agency, etc.

So far we received too few.

Would like to receive publications relating to health professions, history, social sciences, general reference publications. We get educational materials directly from the NYS Education Dept.

Table 16: Is the depository distribution timely for your need ?

	Yes (%)	Almost (%)	No (%)	No Ans. (%)	TotalTotal (100%)
R	3 (16)	8 (42)	8 (42)	0 (0)	19
D	3 (18)	12 (71)	1 (6)	1 (6)	17
C	19 (37)	26 (50)	5 (10)	2 (4)	52
I	16 (22)	21 (29)	9 (13)	26 (36)	72
Total	41 (26)	67 (42)	23 (14)	29 (18)	160

Remarks:

The survey was taken during the summer of 1991 when Reference depositories were not informed that the micrfofiche production was in jeopardy due to the New York State budget crunch, and no microfiche shipment was made for a period of time. R's, therefore, felt that the timeliness of the receipt of documents in the microfiche format was not quite satisfactory; this is reflected in the equal number of answers found in the "almost" and "no" columns. In general, however, as found in the total of "yes" and "almost" columns, most of the depositories are satisfied with the timeliness of the distribution of the depository publications.

Table 17: After the 1989 Revision of the Depository System, Has Your New York State Documents Collection Been Used More Extensively ?

	Increased (%)	Not Increased (%)	Can't Tell (%)	No Ans. (%)	Total No. of Depository	Total (%)
R	4 (21)	5 (26)	9 (47)	1 (6)	19	100
D	3 (18)	2 (12)	12 (71)	0 (0)	17	100
C	6 (12)	12 (14)	34 (65)	0 (0)	52	100
I	2 (3)	25 (35)	24 (33)	21 (29)	72	100
Total	15 (9)	44 (28)	79 (49)	22 (14)	160	100

Table 18. Publicity for New York State Documents by the Depositories.

	Yes (%)	No (%)	No Ans.	Total
R	9 (47)	10 (53)	0	19
D	7 (41)	9 (53)	1	17
C	23 (44)	28 (54)	1	52
I	27 (38)	31 (43)	14 (19)	72
Total	66 (41)	78 (49)	16 (11)	160

Remarks:

Less than one half of the depositories have done some publicity on the collection. These activities could be generated by the State Library, as GPO does, and also by the cooperative efforts of the New York State Documents Committee of NYLA-GODORT and the State Library. So far, a decal and a small bookmark have been created by the State Library, but no large signs or posters.

Table 19. Cooperative Activities with Other New York State Depositories.

	Yes (%)	No (%)	Plan to (%)	Total
R	18 (95)	1 (5)	0	19
D	13 (76)	2 (12)	2 (12)	17
C	24 (46)	27 (52)	1 (2)	52
I	23 (32)	29 (40)	20 (28)	72
Total	78 (49)	59 (37)	23 (14)	160

Remarks:

More local cooperation among the depositories may be encouraged, initiated by the R's and D's for C's and I's, and/ or by the local documents interest group which has better knowledge of these documents.

IV. Effectiveness of Instruction Given to Depositories.

Table 20 A. Have You Read the *New York State Documents Depository Manual* ?

	Yes (%)	No (%)	Planning (%)	No Ans. (%)	Total
R	17 (89)	0	2 (11)	0	19
D	14 (82)	1 (6)	2 (12)	0	17
C	30 (58)	4 (7)	16 (30)	2 (1)	52
I	36 (50)	18 (25)	6 (8)	12 (17)	72
Total	97 (61)	23 (14)	26 (16)	14 (9)	160

Remarks:

It is assumed that the 14 libraries (C's and I's) which did not answer may not be aware of the publication at all. Some of the 23 libraries which answered "no" may also be unaware of this publication. A periodic reminder from the State Library to read the *Manual* may be necessary. Naturally, R's and D's are more acquainted with the basic guidelines in this publication.

Table 20 B. Is the *Manual* Helpful in Understanding the Depository System ?

	Very Helpful (%)	Somewhat (%)	Not Helpful (%)	No Ans. (%)	Total
R	11 (58)	6 (32)	0	2 (10)	19
D	10 (59)	6 (35)	1	0	17
C	23 (44)	15 (29)	0	14 (27)	52
I	14 (19)	24 (33)	3 (4)	31 (43)	72
Total	58 (36)	51 (32)	4 (3)	47 (29)	160

Remarks:

Generally, most of the depositiory librarians who have read the *Manual* comment that it is helpful. The 36% of the total, most of them from C's and I's, who did not answer this question, can probably be explained by the findings in Table 20A.

How Could the *Manual* be Improved ?

Comments found on the above question are:

From R's:

Add information on processing fugitive documents.

More on how to obtain fugitive documents.

From D's:

Need more cataloging and processing information.

Need supplementary information to changes in the *Manual* by newsletter such as GPO's.

What I used most is the Index section.

Maybe classification numbers of major agencies could be added in the *Manual.*

Need more information on the retention and disposition of documents.

From C's:

More information on retention requirements.

Discarding policies are not clear.

List retention requirement clearly under each series. What happened to those titles we are supposed to receive but were not sent?

From I's:

It should be integrated with *A Complete Guide to New York State Publications, 1990,* prepared by Mel Miller, the Speaker of the New York State Assembly. (Albany, N.Y.: The Assembly, 1990).

There is no problem with the *Manual,* and it certainly covers many complex subjects.

V. Educational Opportunities.

Did You or Your Staff Attended the First New York State Depository Conference Held in Albany in 1990 ?

Table 21 A. 1990 State-wide Conference Participation.

Class	Total Depositories in the Class	Attended (%)[1]	Very Helpful (%)[2]	Somewhat (%)[2]	Not Helpful(%)[2]	Not Attended (%)[1]
R	19	14 (74)	9 (64)	5 (36)	0	5 (26)
D	17	10 (59)	6 (60)	4 (40)	0	7 (41)
C	52	11 (21)	7 (64)	2 (18)	2 (18)	41 (79)
I	72	8 (11)	4 (50)	3 (38)	1	64 (89)
Total	160	43 (27)	26 (60)	14 (33)	3 (7)	117 (73)

Notes:

[1]Ratio to the total number in each class. For more detailed analysis of non-attendees, see Table 21B.

[2]Ratio of the attendees.

Most of those who attended the Conference report the event was helpful. For reasons for not attending the 1990 Conference, see Table 21 B.

Table 21 B. Reasons for Non-Participation in 1990 Conference.

Class/Total No. of Depositories	No. of Non-Attend.(%)[1]	Did not Know (%)[2]	No Travel Exp. (%)[2]	No Staff Coverage (%)[2]	Others[3]/No Ans. (%)[2]
R / 19	5 (26)	0	1 (20)	2 (40)	2 (40)
D / 17	7 (41)	1 (14)	1 (14)	3 (43)	2 (28)
C / 52	41 (79)	3 (7)	18 (44)	13 (32)	7 N.A. (17)
I / 72	64 (89)	6 (11)	23 (40)	16 (28)	19 N.A. (3)
Total / 160	117 (73)	10 (7)	43 (37)	34 (38)	4 (4) 26 N.A. (17)

Notes:

[1] The ratio is for the total number of depositories in each category.

[2] The ratio is for the total of Non-Attendees in each catagory.

[3] Other reasons for not attending are: previous engagements, etc.

Among C's and I's the major reasons for not attending were lack of travel funds and non-availability of staff coverage to release the librarians for the conference.

It is suspected that the invitation to the conference might not have gone to the librarian in charge of the depository collection: "Did not Know" and "No Answer" are more than one fourth of the reasons for not attending the 1990 Conference.

Table 21 C. Intention of Attending Future New York State Conferences.

	Yes (%)	Maybe (%)	No (%)	Total
R	18 (95)	1 (5)	0	19
D	16 (94)	1 (6)	0	17
C	27 (52)	9 (17)	16 (31)	52
I	21 (29)	21 (29)	30 (42)	72
Total	82 (51)	32 (20)	46 (29)	160

Suggestions for Future New York State Depository Conferences.

Following are comments and suggestions for subjects of future conferences.

From R's:

Acquisition, preservation and technical processing (especially for support staff).

Legal/legislative and electronic publications.

Status reports from various people in charge of making and implementing policy.

Publicity--"How I run my depository."

Nuts and bolts--how the New York State Library functions.

Session where publishing agencies' officers, State Library staff, and depository library librarians can interact.

From D's:

Workshop on problem solving.

Organization and maintenance of collection.

Legal and legislative and electronic publications.

More on types of information available from the State Government.

Nuts and bolts of working with documents.

What is the future plan?

From C's:

More practical information on the Depository Program.

How others are doing with publicity. How to obtain unpublished information on hearings, reports, and minutes.

Presentations by New York State government agencies about their future publication plans and discussion with participants.

New York State documents and bibliographic instruction.

New technology.

Basic management of documents collections.

Something like the one offered in 1990.

Table 21 D: Would You Like to Have Educational Programs on the New York State Documents in Your Area ?

	Yes (%)	No (%)	No Ans. (%)	Not Sure (%)	Total
R	13 (68)	5 (26)	1 (6)	0	19
D	11 (65)	4 (24)	2 (11)	0	17
C	29 (56)	16 (31)	7 (13)	0	52
I	23 (32)	29 (40)	12 (17)	8 (11)	72
Total	76 (48)	54 (34)	22 (18)	8 (5)	160

Remarks:

Nearly one half of those who replied want local educational programs. The State Library and NYLA-GODORT could jointly plan a training session for librarians who work with R's and D's. Then, in return, those trained could plan local educational programs sponsored by the local documents interest group and/or 3 R's.

Subjects Suggested for the Local Educational Programs:

From R's:

Legislation.

New York State legal publications.

Management of depository collection.

Legislative documents, statistical information, environmental and health data, and social services information.

Basic reference tools.

From D's:

Outreach and publicity for documents collection (many librarians asked for this subject).

Generally, information about New York State documents.

From C"s:

On laws and legislation (quite a few C's are interested in this subject).

Basic guide for reference librarians on how to access legislative and statistical information.

Use of publications.

On use and cataloging of documents.

Business and government.

On demography and voting.

From I's:

Local history research and legal research.

Statistical information.

Basic administrative and law related documents.

Cataloging and organization of documents collection.

Demographic and environmental information.

Information on education, including the State curriculum guides.

Legislative documents.

How to use documents in K-12.

All about documents.

VI. Satisfaction with the Current Depository Status.

Table 22. Does Your Library Intend to Remain a New York State Depository in the Future ?

	Yes:the same status (%)	Yes: different status (%)	No	Not sure (%)	No Ans. (%)	Total
R	19 (100)	0	0	0	0	19
D	19 (76)	2 (12)	0	1 (6)	1 (6)	17
C	50 (96)	0	0	0	2 (4)	52
I	59 (82)	2 (3)	0	2 (3)	9 (13)	72
Total	141 (88)	4 (2.5)	0	3 (2)	12 (7.5)	160

Remarks:

Two libraries which are currently in the D class want to change their status to I.

One I wants to change its status to R, and another I wants to change but not sure to what category.

VII. Professional Organization Membership.

Table 23. To What Kind of Library Association Do You Belong ?

Class	Total	NYLA	NYLA-GODORT. (% of NYLA)	Other Lib. Assoc.[1] (% of Total)
R	19	12 (63)	11 (92)	12 (63)
D	17	11 (65)	9 (82)	8 (48)
C	52	32 (62)	11 (34)	14 (27)
I	72	44 (61)	19 (43)	9 (13)
Total	160	99 (62)	50 (51)	43 (27)

Notes:

[1]Other Library Associations mentioned are: American Library Association-Government Documents Roundtable (ALA-GODORT)--17 (6 each in R's and D's, 4 in C's and 1 in I's), Amercan Law Library Association--2 (in I's.), local library associations --25 (6 in R's, 3 in D's, 10 in C's, and 6 in I's.)

Two thirds of the librarians working with the New York State Depository belong to NYLA but only one half of them are GODORT members. A membership drive directed to this group is strongly recommended. Librarians who belong to ALA -GODORT may not necessarily belong to NYLA-GODORT. Those librarians who did not return the questionnaire may hold fewer affiliations with professional library organizations, especially documents-related ones.

VIII. Additional Comments.

The following are additional comments found in Pt. VIII of the questionnaire; (comments were edited for readability):

From R's.:

Concerned that as a Research Level library, we resume receiving materials [i.e. microfiche collection] as soon as possible. Librarians, patrons and those referred to us are becoming increasingly frustrated and discouraged.

When paper publications are sent to R's, (MF depositories), the shipping list with document numbers should be sent with them. Index to *Checklist* needs improvement.

Suggestions for improvement: timely production and distribution of fiche; cumulated annual index to *Checklist* ; more cataloging of New York State documents via OCLC with New York State classification numbers assigned in the 086 field; more OCLC catalog records for microfiche, not just paper.

When will the fiche shipment resume? If never, will we receive paper copies instead?

We are very grateful for the progress which has been made and hope that the level of support will return to make filming of documents again possible.

From D's:

Opinion on the status of NYS depository collection. We are not satisfied with the kind of documents we receive. The State Depository System seems to have no control over materials supposedly available through the system. Many of the titles on the core list of documents are not sent or are only sent when the agency feels that their sales potential is exhausted. The bulk of material sent to us as a NYS Depository appears to be selected at random. This isn't collection development; it's collection roulette. There is little continuity in the material sent; publications drift in and out of the program at the whim of agencies. For it to be worthwhile for us to participate in the NYS Depository Program we need: 1) to be able to rely on getting the documents that are supposed to be in the program in a timely fashion, not years after they are released or not at all; and 2) to be able to selelct the non-core materials being sent to us. Under the current system we are sent anything available in sufficient quantities for distribution. Much of this material is useless for our needs; this would be an inconvenience if we only had to sift through it to find the good stuff, but it becomes burdensome when we have to keep it on the shelves for five years. Our library is seriously considering changing our depository status.

Not having NYS classmarks on shipping list is a ROYAL PAIN. Such documents accumulate waiting for me to check New York State author file so I can assign a dummy number.

Our Document Librarian retired earlier this spring. I am only filling in on a temporary basis until we choose a permanent one. Meanwhile, the basics of documents [work] is getting done but no "extras."

On the current Depository Status: We have continued staff shortages; the flood, and the current fiscal situation of the library require the administration to rethink many of the services we provide. Documents may be a fatality of these forces. To be honest, I find that much of the information distributed to be of little use. *Laws of New York*, for example, is not indexed adequately for our use. *The Official Compilation of Codes, Rules, and Regulations*, to which we also subscribe, is more useful than the depository items. We rarely used committee reports; even the statistics put out by them have become burdensome. Some of the materials are printed using print too small for our patrons' use (a sample photocopy of *Education Statics for New York State, 1989-90* was attached with this comment).

From C's.

We use nearly all of the state documents we receive, but do not emphasize documents apart from other materials.

Before we were officially a depository, we ordered the documents we needed. With this new system, we are not receiving much.

Checklist needs to be current. There should be keyword indexes, current and cumulative. This should be the first priority.

I only took over responsibility for state documents at the end of June [1991] and because of staff shortages have not been able to devote more than an hour since then to reading the manual. Unfortunately, I cannot consult either the previous State Documents Librarian, who has left the country, or the supervisor, who is on a month's vacation. I hope the information I provided is useful. [The questionnaire was sent in the middle of June 1991]

I am listed as the contact person, but the real handling of the New York State depository is done by others.

I find NYS documents very helpful for statistical information, legal, directory assistance and other government related questions. It's a wonderful service to our library and I would like to learn more ways to promote its use.

I have found myself getting quite frustrated at not knowing what I should be getting. I wrote the State Library a year ago and sure enough, I wasn't getting a couple of titles that I should have gotten in the *Checklist*. I'd love to see a quarterly or semi-annually issued list of items, which my level, Level 2 (i.e. C level), should have gotten in that time period. I can't wade through the *Checklist* (plus it is not current). I also would love to see some advance notice of intention to publish, even if it were delayed, so I'd know the items to be sent in the future. I just feel so totally ignorant of what's happening! I am only dealing with 20 titles, at most, so it's certainly not very time consuming. Just very frustrating.

We have a very small documents collection--We just keep adding things as they arrive, and they are not cataloged.

Thank you for all your work.

From I's:

It was a bit difficult for me to determine whether you were solely interested in how we treat those items we receive as an Information Access Center or all of the State-issued publicaions in our collection, so I tried to explain both.

We need guidance in cataloging and holdings policies.

The documents collection is comparatively small. Due to a severe space problem and more extensive usage of law books and reviews, there are no plans to expand in documents.

We are an Information and Access Center. We do not have a separate collection of New York State documents.

We purchase or receive free state publications, which are mainly administrative reports and decisions. These are totally integrated in the main and reference collections and are handled in the same manner as the rest of our materials.

Used almost entirely by the library staff. Seldom by patrons.

Due to lack of space and personnel, our participation in this program is very limited. Hopefully, in the future, our situation will improve and we will be able to do more.

We received the *Checklist* from July 1990. [A high school library]

I really would like to acquaint the kids with the process--but I must understand it first! [A high school library]

I feel that it is a complete waste of money to send us the *Checklist*. No one has ever inquired about it. Our local public library (less than 2 miles away) receives it as well as accompanying documents. I am still willing to have our library paticipate in the program. However, I feel this service is not needed at the high school level.

We are not active with the documents area because we get so few.

I would like to see more attention given the standards adopted by reference in the State Uniform Fire Prevention and Building Code. These are usually standards published by trade association, ANSI, ASTM, etc., and few are from NYCRR. These "fall between the cracks" in that adherence to them is mandated by the State, but they are not documents. In many cases old editions are specifically required which are no longer available. (Ever try to get old copies of NYCCR section?!?)

The fourteen State Supreme Court libraries are mandated by law to have these on file for review. I don't know of any that do. Most libraries that do carry these standards don't keep superseded editions, and consider them reference and non-circulating. There are a handful of libraries around the state that have all of these reference standards, and every architect, contractor, building official, and fire inspector (not to mention tort lawyer) in New York is a potential user.

We have very limited participation. We keep the few documents that come into the Library in a special section. We do not have many requests, if any, for them.

We have very little time to spend on selecting, acquiring, and processing documents. Please keep the system simple for small libraries.

One letter attached to the questionnaire writes: We were never a depository, etc. (This library is listed as a depository in the *Manual* and the mailing label was included with others that were provided to me by the State Library).

Another letter indicated that the librarian has never known, nor remembers, receiving the *Manual.*

One librarian writes that her predecessor passed away and she has no idea where the depository collection was kept.

GENERAL OBSERVATIONS AND RECOMMENDATIONS

Comments were included under most of the tables throughout the Analysis of the Questionnaire section. Therefore, this section deals with general observations of each part and further recommendations by the author.

I. New York State Depositories and Librarians.

The return ratio of this survey from all four categories of depositories was 53%. The ratio from Research Depositories (R's) and Documents Depositories (D's) was high, as anticipated, but much lower from the other categories: Reference Centers (C's) and especially Information Access Centers (I's). Out of the total 163 depositories which belong to the I category less than one half returned the questionnaire. About two thirds of the total I's in the Long Island region (which has the largest number I category depositories, i.e. 39) and also in the South Central Region (which has the second largest number of I's, i.e. 35) ignored the questionnaire. Over 95 % of the returned questionnaires were answered by the contact persons who are professional librarians, and 84% of the depositories are academic or public libraries. One third of the New York State Depositories which returned the questionnaire carry a Federal Depository status; most of the R's and D's are Federal Depositories.

II. Organization of the New York State Depository Collection.

Because of the bulk and physical make up of the New York State Depository publications received by R's and D's, they tend to keep the depository collection as a separate one. R's, which receive the comprehensive depository publications in microfiche, keep that collection separately using the New York State Classification System; the class number is included at the corner of each microfiiche as a part of the header. It is impressive to find that one third of the depositories use the New York State Classification System. A considerable number of libraries hold sizable pre-1989 New York State

documents collections which they collected as New York State Depositories prior to the 1989 revision of the Depository System, or built independently by purchase and solicitation. If these old collections were kept separately, using the New York State Documents Classification numbers, it would be easy to integrate current depository publications with the pre-1989 collection using the same classification system.

Since most of the R's and D's also hold Federal Depository status, they have at least one professional librarian and clerical help to handle the New York State Depository collection along with the Federal Depository collection. Surprisingly, however, nearly one half of depositories do not keep any acquisitions records, which are required by the *New York State Document Depository Manual.*

Many depositories, including R's, which receive the majority of their publications in microfiche format, catalog depository publications selectively; paper format and reference tools are most likely to be cataloged.

The most frequently used bibliographic records held at depositories for New York State documents are from OCLC, but when it comes to the retrieval of information from the New York State publications, depositories depend largely on the card catalog; the use of an online system is less frequently mentioned. The most popular reference tools cited for information retrieval are *The Dictionary Catalog of Official Publications of the the State of New York* and *The Checklist.* One fifth of the Depositories have access to the *Library of Congress Checklist of State Publications.*

Bibliographic records of New York State publications have been created by the New York State Library, which publishes the *Checklist* for current publications and the *Dictionary Catalog* for cumulated historical records. From the early 70's, the bibliographic records of New York State publications have been entered by the New York State Library into OCLC; therefore, it is natural for many depositories to use these records for catalogng their own collection. The *Dictionary Catalog* has not been produced for several years because of the State Library's budget problems. The *Checklist*, a monthly publication, is also currently behind schedule. Access to the *Dictionary Catalog* is only by issuing agency and Library of Congress subject headings; it gives the New York State Classification number on most bibliographic records. The *Checklist* gives similar information for current publications and provides an index by title and subject. They are considered to be the most comprehensive bibliographic records of New York State

publications. The Library of Congress *Monthly Checklist of State Publications* is not commonly subscribed to unless a library is a Federal Depository or a large research library. The Library of Congress *Monthly Checklist* is not a comprehensive reference source to state publications. It lists bibliographic records of selected government publications of all states received by the Library, including these from the State of New York. References to these documents are only by Library of Congress Classification number.

Users of the *Dictionary Catalog* and *Checklist* are often frustrated. The *Dictionary Catalog* is, as mentioned before, no longer published and the *Checklist*, a monthly publication which gives bibliographic records of current publications, is not cumulated at all. It is a cumbersome tool to use when one has to find any document or source which was published over a period of many months. Demands for more frequent up-dates of the *Dictionary Catalog* and the issuance of a cumulative index to the*Checklist*, at least annually, were often made by librarians in the past. Demands to create better indexes, such as a Keyword Index to the *Checklist*, have also been made to the State Library over many years, but to no avail. Some of the frustrated and innovative depository librarians have started to create their own indexes, using computer data management software, such as INMAGIC, or a keyword index in a card file. Two D's in the Long Island Region have been inputting their collection into INMAGIC by title, which enables them to retrieve their depository collection quickly by key word. One of the R's on Long Island has been making a subject/key word index in a card file, intending to input this data into a data management software so that the deficiency of the *Checklist* can be corrected.

While the State Library is holding off the production of the cumulative *Checklist* for technological and personnel reasons, it is recommended that the State Library supplement the shortcomings of their offical bibliographic sources by asking these local libraries to contribute their in-house products and duplicate them electronically for the use of other depositories. Meanwhile, the State Library should explore other means to produce more useful access tools, including negotiating with OCLC the possibility of creating better indexes such as the indexes to the GPO's *Monthly Catalog*. If the production of such indexes is possible, they could be downloaded along with the OCLC bibliographic records (which were originally input by the New York State Library) onto tape or CD's, making them available not only to the depositories but also to other users who want access to New York State publications. Without an adequate means to locate

information from New York State depository publications, much valuable data generated by the State Government and distributed to the depositories may remain unused.

The New York State Classification System which is explained in detail in Dorothy Butch's *Introduction...* is not too difficult to comprehend once one sees the logic of it. However, to a novice, the system seems to be more complicated than the Superintendent of Documents Classification System. The SuDoc System is structured by the organization chart of the Federal Government; for example all the sub-agencies of the Department of Commerce are bundled under the letter C. The New York State Classification System is devised to access directly to each subagency; for example the Division of Tourism of the Dept. of Economic Development (formerly Dept. of Commerce) is not under ECO but TOU.

The *Depository Manual* does not require the use of any particular System to organize depository collections; many of the depositories choose to employ the New York State Classification System. This is especially true among R's, which receive a comprehensive collection in microfiche format. The *Checklist* gives a New York State Classification number under each title, which is already printed in the header of each microfiche. D's receive depository publications in paper format. Each shipment is sent with a shipping list which records the contents and gives a New York State Classification number under many of the titles. If a depository does not want to integrate the depository collection into its regular collection, the least time-consuming and most efficient method to process the depository collection would be to use the New York State Classification numbers already assigned, catalog them using the bibliographic records input by the State Library into OCLC, and retrieve any document or source through the *Checklist*, *Dictionary Catalog* and/or from their library catalog. In order to make the use of the New York State Classification System more efficient, the State Library, which assigns the class number to each document, should be sure to include the class number of every publication on each shipping list .

III. Opinions on the Status of the New York State Depository.

In spite of the delay in the shipment of microfiche during this survey, most of the depsitories answered that they were satisfied with the timeliness of depository shipments. Many librarians were, however, concerned about not receiving the core collection which is

described in the *New York State Documents Depository Manual.* Some of the D's feel that paper publications sent to them are not really relevant to their users. C's and I's commented that they get too few documents to satisfy their needs. They have to write to issuing agencies requesting titles they want or often must purchase them. They wish to have selectivity by the kind of publications they need. In the additional comments part of the questionaire, more comments and opinions on the kind of publications not included in the current depository system were given; many depositories want to select depository publications by the type they want to receive, and want to reject the kinds they do not need. Straightforward opinions were expressed on depository publications already distributed and/or what should be included in distribution. At the same time, there were some compliments and appreciations expressed for the new system.

The survey was taken 30 months after the implementation of the revised depository system but because of the delay in depository shipments, especially the delay in microfiche production for R's, less than half of the depositories which responded to the questionnaire had developed any publicity program for the New York State Depository Collection. It was too early to determine whether or not the use of the depository collection increased. An encouraging finding is that almost one half of the depositories have cooperative activities with other depositories in the local area, and some others are intending to do so.

It is recommended that the State publish "The List of New York State Authors," and under each author (i.e., government entitiy) list what titles or kind of documents are published , such as is done in the GPO's *List of Classes.* Nancy Eldblom, of SUNY Potsdam, has recently completed a revision of her previous work, *Preliminary List of Classes . . .*, and her revised work will greatly help in the preparation of such a publication. It would also help if the State Library produced a "List of New York State Periodicals." If these publications become available, they will not only help the State Library keep a master file for acquisitions of depository publications from each issuing government agency but also help depositories and users to understand what kind of publications are produced by each government entity. In order to prepare such publications, it is recommended that the State Library ask GODORT for cooperation and volunteers: Nancy Eldblom, for example, volunteered to prepare her *Preliminary List of Classes . . .* and recently finished the revised edition. She contributed this comprehensive work, done as her sabbatical project, to the State Library.

The above publications, if created, would allow each depository to select the group of documents it wishes, rather than the ready made packages supplied under current practice. Until such a selection of documents by kind or title becomes possible, it is recommended that any depository, especially Documents Depositories (D's), which receive the largest number of paper documents, be allowed to make arrangements with a local library to house a part of their collection under "a separate housing arrangement". If any paper depository feels certain kinds of depository publications are irrelevant to their users but useful to users of other libraries, the separate housing arrangement would be a logical solution.

In order to promote the use of the depository collections, publicity for the depository program is essential. Publicity programs should be developed both by the State Library and the depositories in each locality. Cooperation among the depositories in each locality is necessary in order to acheive efficient referral service among the depositories. It is recommended that the State initiate the production of publicity materials: large posters and current awareness bibliographies, guides to depositories, and other distribution materials, in addition to the logo and the bookmark which it has already created. The State Library, jointly with GODORT's New York State Documents Committee, could plan a poster design contest, a state-wide contest of publicity programs of local depositories, etc. In the local regions, each interest group, assisted by the local 3R's, could initiate promotion programs, such as exhibits and lecture series during Freedom of Information Week.

IV. Instruction to Depositories.

The *New York State Depository Manual* was distributed to all the depositories immediately after the revised system was implemented. Close to two thirds of those who answered the questionnaire reported that they had read it. Some were still reading the *Manual* after 30 months, and some had not read it at all. Admittedly, this is not the kind of publication to read only once, rather it is referred to from time to time as a reference tool. It is surprising, however, to discover that a few respondents did not even know that such a a publication existed, or that it was distributed to them when they were designated as a depository. Those who read it report that the *Manual* was helpful; however, many comments clearly indicate the need for further revision of this publication.

It is recommended that the New York State Documents Committee of GODORT establish a standing subcommittee on the *Depository Manual* and review and possibly revise each section from time to time. It is further recommended that the State Library establish a " Newsletter to Depositories" so that the State Library can communicate with the depositories regularly, informing them of current happenings, changes and other matters, including periodic reminders to the depositories of their responsibilities. It could also include a "Readers Exchange" section to give depositories the opportunity to ask questions, report on their activities and exchange ideas.

V. Educational Opportunities.

It is commendable that the New York State Library initiated a Biennual Conference on New York State Documents in 1990 to alternate with the one on Federal Documents. The conference announcement was sent to the contact person as well as to the Director of each depository. The first conference in Albany attracted more than 100 librarians. Most librarians from R's and D's attended as did many others from C's and I's. New York State geography is such that Albany serves as the midpoint meeting site. A one day conference, split into two days, gives participants enough time to travel to Albany and stay overnight, providing participants with the opportunity to get acquainted over dinner meetings, etc. A conference in Albany gives the participants the opportunity not only to see the depository related operations in the State Library, but also to meet with personnel working with State Government agencies and to hear about their activities. This, however, naturally increases the cost of attendance. Almost all those who participated in the Conference were satisfied with what was presented. The reasons for non attendance were, as expected, a lack of travel funds and the staff coverage problem at their own library. It is encouraging to see that 82% of those who replied intended to attend the next conference.

It is recommended that the Biennual conference be continued. The programs for the conference could be at various levels, from the most basic "how to" to sophisticated subjects, including recent technological developments, legislative and legal reference sources, etc. There are many requests to have these educational opportunities in local areas. The New York State Documents Committee of NYLA-GODORT, jointly with the State Library, could develop suggested guidelines for local programs, giving a list of possible topics, available speakers, and the names of experts on various subjects, as well as

providing training programs for leaders of local documents interest groups so that they could plan and conduct effective educational programs in their localities. GODORT should keep close contact with local interest groups and assist their local programming.

VI. Satisfaction with the Current Depository Status.

It is impressive to find that most of the depositories are satisfied with the depository category to which they were assigned. Two D's, however, wish to move down to level I, and one of the I's wants to move up to the R category (the comprehensive microfiche collection depository status). The reasons for changing from D to I are: insufficient staff and space to handle the quantity of paper documents received, lack of administrative and financial support to manage the depository collections, and unsuitability of publications they receive. (One D had already given up its depository status when the survey was conducted because the library felt the depository publications received were not relevant to the library).

VII. Professional Organization Membership.

The Government Documents Round Table was created in 1972 by the American Library Association. Shortly thereafter, librarians in the State of New York who were involved with various levels of government documents established the Government Documents Roundtable (NYLA-GODORT) in the New York State Library Association. The National and State GODORT's are both very active and vocal professional organizations. With the idea of "Freedom of Information" as the basic philosophy, they have, over many years, been promoting the acquisition and use of government publications

Out of 160 librarians who anwered the questionnaire, 99 (62%) belong to NYLA. However, only 50 of these 99 (51%) belong to NYLA-GODORT. It is assumed that among the librarians who did not return the questionnaire a lesser number belong to NYLA-GODORT. There are librarians who are members of ALA-GODORT but not of NYLA-GODORT. Membership in either ALA or NYLA GODORT is not obtainable unless one also belongs to the parent orgnization.

The Government Documents Roundtable of NYLA focuses on various aspects of documents work with a strong emphasis on New York State and local documents. Although its membership is still small, NYLA-GODORT is an active and vocal state-wide organization, promoting the concept of "Freedom of Information," and the delivery of "Documents to the People," advising the State Library on the needs of depositories, educating documents and non-documents librarians, and promoting the use of government publications. GODORT advocates needed legislation in order to carry out the fundamental principle that the citizen has a right to know about his/her government's activities. Most recently it has been lobbying for proposed legislation to the State Legislature. GODORT publishes its periodical newsletter, *Documents to the People of New York* [7], and other publications relating to State Government documents, such as indexes and various bibliographies for collection developement.

Needless to note, it is vital for any professional to keep abreast of what is going on in the field. In order to achieve this, membership in professional organizations is necessary. It is important that GODORT publicize its activities and make efforts to recruit members from among the depository librarians, from those who belong to the New York Library Association, and from others who are not currently members of NYLA. There are over 300 depositories in New York State, but GODORT's membership is far less than that. An attempt is being made to distribute an issue of the GODORT's newsletter to all the contact persons in the New York State Depository System, urging them to join the organization and become active so that GODORT can achieve its goal more effectively. *Documents to the People of New York*, the official newsletter of NYLA-GODORT, always contains many subjects of interest and vital concern to documents librarians

GODORT should also keep in contact with local documents interest groups and create a network of documents librarians within the State. The newsletter, *Documents to the People of New York*, could have a column for news from the local interest groups.

The most difficult part in recruitment efforts for membership is the enticement of those who are not currently members of the New York State Library Association. Although GODORT's dues are fixed, the basic dues of NYLA are at 0.2% of one's total annual gross income, with a ceiling of $105 in 1992. This dues system limits the recruitment of members into the State organization. It is well recognized that many so called "down state" librarians do not belong to the New York Library Association; they

have more opportunities to participate in other local library organizations, and they generally earn a somewhat higher income than their "up state" counterparts because of higher living expenses in the metropolitan area. Until NYLA makes some modification to its dues system this problem will not easily be solved. GODORT, however, should try harder in its membership drives to recruit most of the librarians who are in charge of the more than 300 Depository Collections in New York State. If this is achieved, GODORT could become a much stronger organization within the New York Library Association.

VIII. Additional Comments.

Various comments expressed by respondees to the questionnaire were summarized and were included as recommendations in previous parts of this survey along with the author's observations. The replies to the questionnaire range from simple requests for information on how to handle the Depository Collections to demands for establishment of a selective depository system which would allow each depository to choose only certain kinds of publications. C's and I's have expressed the desire for more directories and statistical information, as well as publications on environment, labor, education and health issues. There are requests that the depository distribution should include State Government publications which are currently published by commercial publishers, such as laws, etc., as well as copyrighted publications which are included in the *Checklist.* Some of the comments point out that the State Library distributes only what it gathers, not what it should have gathered, and that the core collection prescribed in the *Manual* is not completely distributed.

When the Depository System was revised, and selections for newly designated depositories were made, the State Library made a compact with each Depository Library, which included registration of the contact person who handles the Depository Collection. When the survey was sent, using the mailing labels provided to the author by the State Library, several responding librarians wrote that their library's previous contact person was gone and they had no understanding of the depository. One librarian flatly denied that the library had ever been a depository.

The revision of the Depository System was implemented in 1989 under the existing laws. All parties involved in the revision process were well aware that the existing State Laws were not sufficient to carry out a very effective depository program; the laws

had no provision for defining what constitutes State Government publications. The State Library was to have received for distribution two hundred copies of all State agencies' publications for distribution. The exisiting laws, however, did not give the State Library the authority to force the Agencies to submit the required number of copies to the State Library for distribution. Many important documents produced by the Agencies were distributed directly to the public, but they were not sent to the depositories. The New York State Government does not have its own Printer; each Agency contracts for its own printer and the State Library has no way of knowing what has been published until the publication is delivered to them. Many official State documents, including laws and regulations, are published by commercial sources, such as *McKinney's Consolidated Laws of State of New York.* Even the State Library has to procure these titles from commercial sources. Other publications which are published by quasi- governmental organizations, such as the Rockefeller Institute, are copyrighted, and the State Library can not reproduce them in microfiche format for distribution to R's (Research Depositories); they are, however, recorded in the *Checklist* as official publications.

The need for new legislation to improve the Depository System was widely recognized. From the time the New York State Documents Committee started to work on the revision, NYLA-GODORT investigated the possibility of a legislative proposal. Finally, with help from the Director of the Oversight , Analysis & Investigation Committee of the Assembly, a legislative proposal, an "Amendment to the Printing and Public Documents Laws", was drafted in 1991. During the 1992 legislative session, the Amendment sponsored by Assemblyman Brodsky, et. al. (A 9083) and an identical one sponsored by Senator Farley (S 6975) were presented to the New York State Legislature. The Oversight, Analysis & Investigation Committee (Assemblyman Brodsky, Chairman) published a well researched document, *State Agencies Report Filing With the New York State Library* [8], in support of the Amendment. The Assmbly Bill cleared two Committees and was passed by the Assembly. The Senate Bill was cleared by one Committee but was stopped in the second. As of this writing, there is little hope that this Amendment will become a law within 1992 legislative year.

In order to make any depository system function effectively, a clearly written depository law is a must. The lack of such authoritiy, especially a definition of "Government Publications," in the existing law, leaves the interpretation of "Government report" to the whim of each Agency and puts the distribution of these to depositories on very shaky ground. The State Library cannot enforce the existing law without legal

authority mandates that Government Agencies, which produce informational materials, report the production of such materials to a central agency and submit a requied number of copies to the designated central distributing agency. The State Library can not help but remain powerless without an amending of the current law. The report published by the Oversight, Analysis & Investigation Committee clearly points out many problems in the current law, including, among others, definition of government documents and non compliance of government agencies in reporting their publications to the State Library. The report advocates new legislation to amend the current "Printing and Public Documents Law".

Conclusion

> A popular Government, without popular information, or the means of acquiring it, is but a Prologue to a Farce or a Tragedy; or perhaps both. Knowledge will forever govern ignorance: And a people who mean to be their own Governors, must arm themselves with the power which knowledge gives.
>
> (James Madison, letter to W. T. Barry, August 4, 1822)

In order to realize the true meaning of democracy, the citizen's participation in the democratic process is essential. Well informed citizens are the vital core of the democratic society. The Government, established by the trust of its citizens, has the duty to report to the citizen what it does, therefore: "Freedom of Information." There are many ways to report and inform citizens of Government activities; one way is the well accepted and established method, the Depository System.

An analysis of this survey, taken two years after the revision of New York State's Depository System in 1989, found that the revision was largely a success and was well accepted by the participating depositories. Most of the depositories wanted to remain as a depository, keeping the status to which each of them was assigned. The revised system considerably lessened the cost of depository distribution of State Government publications; the revision established four categories of depositories, which reduced the number of required copies for distribution. At the same time, it ensured the citizens' access to the entire range of depository publications in microfiche form by strategic distribution throughout the State. Before the 1989 revision, depositories were categorized as comprehensive or selective, and received all publications in paper. The extent of "comprehensiveness" checked against the *Checklist* was always questioned by the comprehensive depsitories, and "selectives" were often puzzled by what they received. "Selectives" received fewer publications than some of non-depsositories which were enthusiastically collecting New York State publications by directly requesting the titles of their choice, selected from the *Checklist*, from the issuing agencies.

The revised System, however, is not without faults; it is going through many growing pains. In order to carry out the Depository System effectively in the State of New York, the following elements must work closely together. They are: 1) Laws; 2) Government agencies: the producers of government information; 3) The New York State Library: administrator and distributor of Government publications; 4) Depository Libraries and Librarians: local deposits and interpreters and facilitators of information; and, 5) New York Library Association-Government Documents Roundtable and other local documents interest groups: advocates for improved Government information policies and practices.

I. Laws:

The Federal Government has Title 44, which mandates the distribution of informational materials published by the Government, at the cost of the Government , to the citizens of the United States. The Federal Depository System was established in the mid-nineteenth century, and since the Printing Act of 1895, the System has been administered by the Superintendent of Documents of the Government Printing Office, which is responsible to the Joint Committee on Printing of The Congress. All Federal Government publications are produced under the supervision of GPO and JCP and the Superintendent of Documents is responsible for the inventory of Government publications and the distribution of them through the Depository System and sale.

New York State, along with many other states, does not have tightly written laws on Government publications. It is essential that the Legislature recognize the need for carefully written laws that govern the printing and distribution of public documents. It is desirable that these laws not only include the definition of Government publications, responsibilities of originating agencies, and kinds of publications to be distributed, but also include the designation of a sales agency of Public Documents and the establishment of an advisory body for Government information policy. As one of the oldest, largest, and most developed states in the nation, New York States produces a wealth of information and it is regrettable that the State does not have a clearly written law on its intellectual property.

2. Government Agencies:

It is well recognized that Government Agencies often fail to comply with the exisitng Law which requires 200 copies of each of their publications be sent to the State

Library for distribution. Several years ago, the Oversight, Analysis & Investigation Committee produced a list of contact persons to the State Library from each Government Agency. These contact persons of the Agencies were encouraged to report their production to the State Library. The State Library's problem of getting insufficient number of copies, however, still persists; the State Library, after the revision of the Depository System, needs fewer numbers of most publications for distribution. A serious problems is copyrighted materials; New York State does not have clear guidelines about copyrighting its publications. Absence of a Public Printer creates another problem for supervising the production of public documents.

Under the current system, there is no way of knowing which Agency is planning to produce what publications: therefore, depository libraries can not anticipate what they will be receiving. In order to compensate for this problem, the *List of Classes* was compiled by Nancy Eldbrom, from publication records kept in New York State Library and other libraries; the *List* will allow estimating what may be published. Rapid progress in technology, especially in electronic technology, changed many aspects of information delivery. Many government agencies in New York State have developed, and are still developing, electronically encoded and retrievalble data management systems; most of them are online, and some of them are offered to the public with or without cost. There is no directory to locate these data bases and there is no policy as to whether or not they will be included in the Depository System.

3. The State Library:

The New York State Library, coping with the existing Law, has been making serious efforts to collect, record, and distribute Government information to the citizens of New York; it provides all kinds of informational services, including the Depository System. As the central library of the State, and as principally responsible for creating and keeping the bibliographic records of New York State publications, the Library has been making its best efforts to achieve its mission in spite of its constant staff shortage and lack of funding by the State Government.

At the initiation of the State Library, assisted by GODORT, the ineffective old depository system was discontinued and the new four tiered system was developed. The State Library also initiated biennial conferences of Federal and State Depository librarians, gathering a large number of those who are working with and concerned with Government

publications. In order to make the State Library the central distributing and supervising agency of New York State publications, more comprehensive legal authority for this Agency must be established and sufficient funding has to be provided by the Government. As principal bibliographer, the State Library ought to create better indexes and timely publication of the *Dictionary Catalog* and *Checklist* so that the users can access these documents more easily.

A commercial establishment produced the microfiche collection of the titles listed in the *Checklist* and sold it to its subscribers until 1988. Since 1989, the State Library has taken over the resposibility of the microfiche production and it has been the only producer of State Government publications in this format. The production of microfiche, a complete Depository Collection, should be timely. If this is done, the Library could publicize the product more widely, so that other libraries in the State, out of State, and in foreign countries, may become its subscribers. If more libraries subscribe to this collection, the State Library could generate income from the sale.

4. Depositories:

New York State Depositories have not received a complete set of the core depository publications which are prescribed in the *Manual* for various reasons as elaborated in the analysis section of this report. When these depositories receive a sizable collection, they could start more vigorous publicity for the collection. Meanwhile, many depository librarians have to be acquainted with the basics of how to organize and use reference tools, including the use of the *Checklist*. Many depositories are hoping to have selectivity of publications offered in the system. In the future, the possiblity of selection by kind, such as practiced by the Federal Depository System, could be given to these libraries.

5. NYLA-GODORT and other Documents Interest Groups.

As the principal speaker for the interests of New York State Government publications, the Government Documents Roundtable of NYLA has been actively assisting and advising the State Library about its Depository System and, in recent years, it has been lobbying for better legislation. GODORT has established a standing committee, the New York State Documents Committee, consisting of a representative from each of the nine

3R's regions, which has been advising and helping the New York State Library for the advancement of the Depository System. GODORT established the Notable Documents Award several years ago, to encourage State agencies to produce high quality publications useful to the citizens; several awards are given annually to the State agencies which produced distinguished publications. As the professional documents librarians' organization of the State, GODORT must more actively recruit membership and achieve its goal to become a Division, instead of a Roundtable, within the New York Library Association. If it becomes a Division, the group's voice could be more directly expressed and more funding could be obtained from NYLA for future activities, including lobbying efforts.

NYLA currently is advocating "Library Public Relations," seeking a large grant from a private organization to achieve its goals. Among these are training and education of librarians and users. Education could extend beyond librarians and general citizens to the Legislators so that they understand more about libraries and librarians. The State Legislature has not increased but rather cut back the funding for all kinds of libraries. The Bill to Amend the Printing and Public Documents Law, if passed, would have reduced the cost to the Government by decreasing the number of Govenment publications required for distribution; however, the proposal failed. GODORT, as the principal advocate for Government publications, must continue its efforts to educate the Legislators. GODORT must strengthen its contacts with the local documents groups to work effectively with its membership and also, through networking, achieve its mission: "Documents to the People of New York."

The ultimate goal of the Depository System is to deliver Government generated information to citizens. They have a right to know about Government activities and should have a means of free access to information which the Government generates. A well established Depository System ensures citizens free access to this in their local areas. This survey concludes by endorsing the widely accepted concept that well informed citizens are fundamental to a Democractic Society.

FOOTNOTES

[1]*Laws of New York.* 1955, Chapter 316, p.939.

See also: Margret T. Lane, *State Publications and Depository Libraries: A Reference Handbook,* (Westport, Conn.: Greenwood Press), 1981, pp. 40, 453-458.

[2]New York State Library Association. Government Documents Roundtable. Task Force on the New York State Depository Program. *Report and Recommendations to the State Library,* (Albany, New York: New York Library Association-Government Documents Roundtable, 1986).

[3]Mary Redmond, "Improving Access to Government Information: The New York State Depository Program," *The Bookmark,* 47:253 (Summer, 1989).

For more detailed information on the revision see the following article:

Donna Burton, "Redesigning of the New York State Depository System," *Government Publications Review,* 19:167-183 (March/April. 1992).

[4]New York State Library. Legislative and Government Services, *New York State Document Depository Manual,* Comp. and ed. by Nancy Macomber, et. al., (Albany, N.Y.: 1989).

[5]*Checklist of New York State Publications,* (Albany, N.Y.: New York State Library, 1947-).

[6]Including the following:

Dictionary Catalog of Official Publications of the State of New York. vol.1- (Albany, N.Y.: The New York State Library, 1973-).

Butch, Dorothy. *New York State Documents: An Introductory Manual.* (Albany, New York: The New York State Library, 1987).

Eldblom, Nancy C. comp. *Preliminary List of Classes of New York State Government Documents Arranged by Issuing Agency; As a part of Work of the Committee on New York State Government Documents of New York Library Association Government Documents Roundtable.* (Albany, N.Y.: The New York State Library, 1988, [published in] 1989).

For further details, see *New York State Documents Manual,* pp. 46-52, or Burton. pp. 179-83.

[7]*Documents to the People of New York;* Official Newsletter of the Government Documents Roundtable of New York Library Association. v. 1- , 1981? -

[8]New York. (State) The Assembly. Oversight, Analysis & Investigation. *State Agencies Report Filing With the New York State Library.* [Albany, N.Y.: The Assembly] March 1992.

APPENDIX

LONG ISLAND UNIVERSITY
C.W. POST CAMPUS BROOKVILLE, NEW YORK 11548

June 10, 1991

Librarian
New York State Depository

Dear Colleague:

It has been over two years since The New York State Government Documents Depository System was revised. The new system was implemented from January 1989, and your Library was selected as a depository.

As a member of the New York Library Association--Government Documents Round Table--New York State Documents Committee representing the Long Island 3R's region, I participated in the process of revising the old depository system, and have been involved in making the new system work as intended.

As you are well aware, the new depository system is now experiencing serious growing pains; the budget deficit of the State Government has frozen the production of the New York State Microfiche Collection not only for the twenty full depositories but also for those individual libraries which subscribe to it. The production of the MF Collection has been halted since the June 1990 set.

Meanwhile, the New York State Library and the New York State Documents Committee are trying hard to alleviate the pain. The Committee recommended to the State Library at this May meeting that the production of the Checklist be hastened, and depositories get shipping lists for the paper collection depositories for the period the production of the Checklist is delayed. NYLA-GODORT is working hard to have a "Depository Law" passed by the State Legislators so that the real spirit of "Freedom of Information" is guaranteed. Mary Redmond of the New York State Library is planning to have a New York State Depository Conference every other year in Albany, and the Federal Depository Conference in between, so that we, who work with the depository system, could learn, exchange information, and get to know each other.

Despite the fact that we are now undergoing the State budget crunch, both the New York State Library and the New York State Government Documents Committee members are not pessimistic about the future of our depository program. We are looking for a brighter future and discussing various areas to improve the depository system and make it work better.

During my sabbatical period, I decided to volunteer to conduct an unofficial survey of the state of the New York State Depository System after two years. The goal of this survey is to find an interim picture of the revised depository system so that the results could be used for any improvement of the system, or changes of it, by the State Library until it conducts an official survey.

I would very much appreciate your cooperation in filling out the attached questionnaire and returning it to me by July 10. I will tabulate the returned forms and will report it to the State Library as well as publishing it in a future issue of NYLA-GODORT's Documents to the People of New York.

Sincerely yours,

Masako Yukawa

Masako Yukawa
Head, Government Documents